



ECF Flier

September 1999

Important Information for Trustees

Trustee's Report of No Distribution

If a case was filed via ECF, these reports must be filed electronically with the court. If you are a registered user of the system, there are several ways in which you may file these:

- Bankruptcy Events ->Trustee's 341 Filings ->Enter date of Meeting of Creditors ->Select proper event for each case->Click on Submit ->Items will be docketed ->Receipt generated. **(No Document Required.)** *Note: this is the easiest and preferred way.*
- Bankruptcy Events ->Multi-Case Docketing ->Enter Case Number(s) ->Select Party Filer ->Select item to be docketed ->Click on Next ->Click on Submit ->Item will be docketed ->Receipt generated. **(No Document Required.)**
- Bankruptcy Events ->Trustee/US Trustee ->Enter Case Number ->Select Party Filer ->Select item to be docketed ->Attach pdf file ->Complete any necessary information ->Click on Next ->Click on Submit ->Item will be docketed ->Receipt generated. **(Document is Required.)**

If you are not a registered user of the system, you are required to convert or scan your documents and deliver them to the court for processing.

Copies of Petitions

As of September 20, 1999, we will no longer provide copies of petitions to the Newport News Trustees. Trustees for the remainder of the District should expect this procedure to be eliminated by the end of the year.

To view/print a copy of any petition, trustees may go to the Docket Report or use the "Trustee's 341 Filings" event under Bankruptcy Events (this will provide a list of ALL cases assigned on a particular day).

Adding Creditors

Attorneys now have access to add creditors in ECF (after initial list has been uploaded at time of case opening). Whenever a document is filed; whether it be adding creditors, or a motion/application on behalf of a creditor not listed on the original list, please go in and add appropriate creditors to the list. *Note: creditors can be entered in care of attorney.*

To do this, go to Bankruptcy Events ->Creditor Maintenance ->Chose either Manually Enter Creditors or Upload a Creditor Matrix. If you chose Upload a Creditor Matrix, follow same instructions as uploading original list. To enter manually, follow instructions on system.

Relating Pleadings

Any time a document is filed that relates to another pleading previously filed (i.e. Notice of Hearing, Amended Motion, Response, etc.), please relate that document to the appropriate pleading.

County Codes

When opening a case in ECF, please make sure you enter the county/city associated with the case. This is a mandatory field and is being skipped over by many attorneys because the title of the selection only states "County". After clicking the drop down box for your choices, you will see cities are also listed where appropriate.

No Middle Name

When opening a case in ECF, if the debtor(s) does not have a middle name, please leave this field blank. Entering "NMN" is not required and not encouraged.

Attorney Training: August 1999

Alexandria 1 Richmond 4



Norfolk/Newport News 14

Total Number of Attorneys Trained - 209

August 1999 ECF Statistics

Bankruptcy Adversary

Alexandria	103	0
Norfolk	101	0
Richmond	54	0
Newport News	219	1
District Total	477	1

Total ECF Cases filed in 1998 421

**Total ECF Cases filed in 1999
(through August 1999) 1362**

ECF Information and Helpful Numbers:

ECF Help Desk: 1-888-271-8610

Questions? E-Mail us at the following
address:

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Contacts for Attorney Training:

Alexandria -

Evelyn Flowers (703) 258-1225

Richmond -

Debbie Lowe (804) 916-2445

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